

Minutes – CLF Post 16 Academy Council

Version: Approved

Meeting held online via Teams on 14th October 2024 at 4.30pm

Attendees: Dereth Wood (Chair), Lisa Kelly, Caroline Black, Adeline Okpiyalele, Sam Bunn

Apologies: Bob Thompson, Isabel Hopwood

Invitees: Kath Cooper, Jon Jones, Alison Ashman, Matthew Elliott, Andrew Buck & Charlotte Seavill, Lo Prasad, Umar Baig

Item	Description	Action
1	Introductions	
1.1	Everyone was welcomed and introductions were made.	
2	Declarations of Interest	
2.2	There were no new declarations. Councillors were reminded to complete their declaration of interest on Governor Hub by 31 st October.	
3	Academy Council Membership	
3.1	Councillors discussed the current membership of the Academy Council. Councillors welcomed Umar & Lo, who were representing the student leadership groups ahead of the elections for Student Academy Councillors later in the term. The recent parent council advert has been shared and 2 parents currently under application. Intended clearance for Term 2 meeting.	
4	Minutes of previous meeting and matters arising	
4.1	Minutes were approved for the last meeting in July 2024. Notes from the Trust wide strategic meeting on 25 th September are available in Governor Hub, focus on summer outcomes, key trails and next steps 2023-24.	
4.2	<u>ACTION – Address student concerns re. the prayer room and feedback to the students</u> 20 th May 2024 – Carry forward 8 th July 2024 – Councillors discussed the current arrangements, where a prayer room is available however during exam periods, it's in an alternative location which students are unhappy with. There is no legal obligation to provide a prayer room but the academy is committed to its inclusive culture. <u>Next steps – KC to gather student voice on the offer we can make at different times of the year to understand what they would like to see.</u> COMPLETE	KC/LC
4.3	<u>ACTION – Further information/breakdown of EAL competencies to be provided to the next meeting.</u> 20 th May 2024 - Carry forward 8 th July 2024 – Carry forward 14 th October – COMPLETE	LC/ME

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4.4	<u>ACTION - DW and C to approve the Admissions policy on behalf of the Council.</u> 20 th May 2024 – Carry forward 8 th July 2024 – <u>KC to print a copy for CB</u> 14 th October – Carry forward	DW/CB
4.5	<u>ACTION: CS to add improvement of student lateness and consequences for lateness to the next agenda.</u> COMPLETE	CS
4.6	<u>ACTION: CS to highlight attendance on all agendas going forward.</u> COMPLETE	CS
4.7	<u>ACTION: CS to add attendance to tutor sessions and engagement and effectiveness of sessions to the next agenda.</u> COMPLETE	CS
4.8	<u>ACTION: JP to provide information at the next meeting around what the barriers for hosting trips are and what curriculum trips are in the plan going forward.</u> COMPLETE	JP
4.9	<u>ACTION: KC to share the new staffing list, with roles, with Councillors.</u> COMPLETE	KC
4.10	<u>ACTION: CS to add NGRT tests to the next agenda</u> COMPLETE	CS
4.11	<u>ACTION: KC to request list of actions from Steve Bane with Lana Crosbie.</u> 14 th October – Carry forward	KC
4.12	There were no new policies for review. <u>ACTION: KC to provide a paper copy of the Attendance and Admissions policies for CB.</u> COMPLETE	KC
4.13	<u>ACTION: CS to share information about the SEND link role with IH</u> 14 th October – Carry forward – <u>ACTION: LC to invite IH to an introductory meeting</u>	<u>CS & LC</u>
5	Student Voice	
5.1	Student representatives were asked to reflect on the first term so far from a Y12 and a Y13 perspective. There continues to be a general dissatisfaction from students about the catering offer available from the canteen which is being dealt with by staff in terms of choice, price, menu, dietary requirements and the introduction of a P16 led tuck shop. The next step is to collect student voice on the tuck shop to ensure it is meeting students needs. Transition into Y13 has gone well and been well supported and preparation has started for the upcoming mock exams. For Y12, feedback was positive with staff being very helpful and approachable, lessons are well organised and there have been lots of resources available to support the transition from GCSE to KS5 material. Induction was strong with team building activities and students received their timetables and lanyards without any issues. The UCAS information evening was helpful for students who are working towards their UCAS applications. Lo & Umar left the meeting.	
6	Are we starting well?	

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6.1	<p>ME gave a presentation benchmarking the current years position against last years cohorts. Councillors discussed bright spots and trails. Bright spots include VA overall and for PP students, improvements for HAP and MAP students, especially MAP girls, improved attainment. Trails include overall VA predictions being -0.06, LAP students, especially LAP girls and SEND K students. VA for EAL students, although improved, remains -0.2.</p> <p>Actions for this year include progress reviews with staff, subject changes where appropriate, attendance support, pupil pursuits focussed on meeting need for SEND students, barriers to learning surveys, laptop loans and revision materials provided through the bursary.</p>	
6.2	<p>CB met with AA to discuss the reading assessments and wanted to know more about the writing assessments. Assessments are a good baseline and benchmark for reading age up to 16 years. Many students aren't at this level, so adaptations are made for them. Building on the traction made last year, teachers are doing further work with students around vocabulary and writing.</p> <p>Councillors discussed enrolment numbers, course levels and demographic information including English and maths resit entries.</p>	
7	Teaching and Learning	
7.1	<p>AA gave a presentation on the academies approach to Teaching and Learning, including teachers gathering a deep understanding of each students needs and uses this knowledge to inform lesson planning. Councillors discussed key themes for the term including classroom standards and consistency, the T&L hallmarks, expectations and lesson phases, including links to metacognition work, aligned classroom displays and consistent student expectations.</p> <p>Metacognition strategies have been shared with staff, there are activities in tutor time, focus on learning habits and metacognition classroom displays.</p> <p>Councillors discussed the aspirational next steps evening, targeted tutor group activities and HAP student pupil pursuits to understand their experiences.</p> <p>There was a focus on reading test data and strategies, metacognition in reading, writing and oracy, reading tasks in tutor times, and the Big Read and Big Write events.</p> <p>Staff are working with students to ensure they are enrolled on the right courses, SLT have reviewed the suitability processes for courses and meetings have been taking place with students and course changes made where needed.</p>	
7.2	How confident are you that all students are enrolled on the right courses?	
7.3	<p>There have been suitability assessments, we've collected parent and student voice, some students have nominated themselves to change course while others have had meetings with staff to discuss their options. Most students were fairly aware that the course might not be suitable for them.</p>	
7.4	<p><u>ACTION: KC to maintain focus on writing and bring feedback to the next meeting following the upcoming mock exams about writing standards.</u></p> <p>Councillors discussed how the academy continues to focus on writing.</p>	KC/ AA
8	Culture and Belonging	
8.1	<p>AB gave a presentation about the academy's culture and sense of belonging. Councillors looked at the aims, actions, impact and next steps for punctuality and attendance. Attendance is strong so far this year, around 10% higher than this time last year. Data was shared for the most attended subjects and the least attended subjects as well as persistent absence data. Attendance is high this term due to the repetition of key information with regards to attendance,</p>	

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	students understanding that staff care and bespoke timetable solutions being offered where needed. Next steps including focussing on improved resit attendance, PINT sessions and increased meetings for PA students. Staff are supportive of our approach to attendance.	
8.2	How are we handling attendance concerns if absence starts to rise? Punctuality seems to be a concern.	
8.3	<p>We are working with students to ensure they know we are trying to find any barriers and resolving them in a supportive way.</p> <p>We have introduced a welcome desk in the Eye for P1, 3 & 5 where late students are welcomed and given a punctuality card, the reasons for their lateness is discussed and they are offered food and equipment of necessary. This takes the challenging questions away from teachers and doesn't take time away from teaching which helps to maintain relationships and learning. There has been a decrease in the number of minutes late, so although this number is still too high, we are seeing an improvement.</p> <p>We have worked with students on how to use public transport, travel and manage their time where appropriate. Public transport in Bristol is really unreliable so students have been working with Citizens UK to improve Bristol bus services.</p> <p>There have been certificates rewarded to those whose attendance has been 100%.</p> <p>Students are taking more responsibility for their attendance and punctuality and there is better consistency in supporting students and tracking data.</p>	
8.4	<p>Councillors discussed careers, events, trips, academic tutoring, enrichment and wider participation updates, including daily drop in sessions for students, the use of Unifrog, careers mentoring, careers fairs, SCITT visits, WED launch, upcoming trips to UWE, improved attendance, student leadership interviews, engagement with Citizens UK and Teachers of Tomorrow opportunities, and the Big CLF events. Each house has it's own identity and house names have been revisited this year. There is a new tutor programme, PSHE and house competitions where house points can be collected via BromCom. There are new praise post cards being designed to be sent home and generally there is a momentum and an interest from students to do well and engage.</p> <p>Student voice has been gathered on the types of celebration days students would like to see, including Diwali, black history month, world mental health day and may more.</p> <p>Students have engaged well in the student leadership opportunities and the application process for positions.</p> <p>Councillors were mindful that these activities are inclusive and accessible for all students.</p>	
8.5	What are we doing to support those who might not be going to university, who might be looking at apprenticeships or other avenues?	
8.6	We recently had a successful visit from an apprenticeship provider that was well received. University trip for all planned at UWE – Gatsby 7.	
8.7	<p>Councillors discussed how conduct is recorded and how tutors can review their students conduct across the week and ensure praise is given or concerns discussed, while others carry out independent learning tasks. Engagement is good and this week has been the highest number of positive logs at around 600.</p> <p>Councillors also discussed what happens when conduct is not as required, including meetings with SLT and parental meetings.</p>	

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8.8	<u>ACTION: KC to report on numbers of parental meetings taking place at the next meeting and the numbers of students at each Stage.</u>	
9	Safeguarding	
9.1	There was a n update on safeguarding and meeting students needs. The Safeguarding Link Councillor has met with LC this term and Councillors will receive the termly CPOMS report shortly. Councillors discussed the recent work with Lansdown Park Academy to support students who have enrolled at P16 from AP rather than mainstream education.	
10	Principal's report	
10.1	The school improvement and staffing structure was shared with Councillors, that has been built in line with the Trust Pillars, working together, quality of education and culture and ethos.	
10.2	Councillors discussed the remits of each role, key threads for the AIP, how the ARM/ARV process supports the foci and how each pillar is lead and staffed, including individual action plans. Staff have welcomed the teaching and learning framework and SLT are working to fully embed the framework consistently across the academy.	
10.3	<u>ACTION: KC to share the AIP with Councillors at every meeting going forward.</u>	KC
11	Policies	
11	The following policies are with CB for approval: Attendance, Safeguarding, H&S and Admissions.	CB
12	AOB	
12.1	The meeting in December will be slightly longer from 4.30pm – 7pm at the academy.	

Actions Summary:

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